
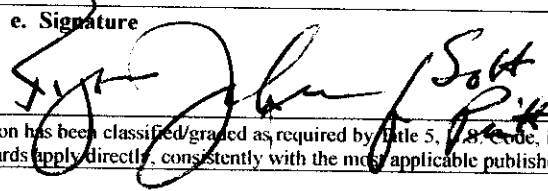
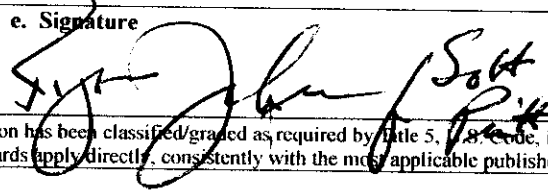
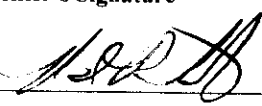


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG518010	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Counsel to the Assistant Administrator Administration for Land and Emergency Management	GS	0905	15	
4. Supervisor's Recommendation	Senior Counsel to the Assistant Administrator	GS	0301	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Erin Chancellor			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Land and Emergency Management		g.			
c. Office of the Assistant Administrator		h. Employing Office Location			
d. Immediate Office		i. Organization Code K0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input checked="" type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 12/3/17		f. Date 12/3/17	
b. Signature 		e. Signature 		f. Date 12/3/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by title 5, U.S.C., in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 	
j. Date 12/12/17					
11. REMARKS Senior Counsel position					

**SENIOR COUNSEL TO THE ASSISTANT ADMINISTRATOR
FOR LAND AND EMERGENCY MANAGEMENT**

GS-0905-15

INTRODUCTION

The Office of the Assistant Administrator for Land and Emergency Management provides Agency wide policy, guidance, and direction for the Agency's Land and Emergency Management programs. OLEM's responsibilities include program policy development and evaluation; development of appropriate hazardous waste standards and regulations; program policy guidance and overview, technical support and evaluation of Regional Land and Emergency Management activities; development of programs for technical, programmatic and legal assistance to States and local governments; development of guidelines and standards for the land disposal of hazardous wastes; analyses on the recovery of useful energy from solid wastes; and development and implementation of programs to respond to uncontrolled hazardous waste sites and spills (including oil spills).

This position is located in the Office of the Assistant Administrator for Land and Emergency Management (OLEM). The incumbent serves as the Senior Counsel and assists the Assistant Administrator (AA) for OLEM in managing the office's implementation of selected programs.

MAJOR DUTIES AND RESPONSIBILITIES

1. Represents authoritatively the AA/DAA in continuous interaction with the Office of the Administrator/Deputy Administrator, including preparation and conduct of briefings for the Associate Deputy Administrator, Chief of Staff, and Special Assistants.
2. Independently coordinates OLEM legislative, regulatory and policy positions on behalf of the AA/DAA with other program offices and Regional offices, including continuous interactions with Associate General Counsels, AAs/DAAs, Office Directors, and Regional Division Directors.
3. Represents authoritatively the AA/DAA in responding to external inquiries concerning Agency policies and positions on legislative and regulatory issues, including coordination of meetings, conferences, and policy forums.
4. Provides independent assistance to the Assistant Administrator (AA), Deputy Assistant Administrator (DAA), and Associate Assistant Administrator (AAA) in long range planning, policy formulation, implementation, control, and coordination of OLEM programs.
5. Performs special studies and prepares reports and position papers on urgent and sensitive matters of particular interest and concern to the AA, DAA, and AAA. Acts to ensure that particular policies, viewpoints, needs, and concerns are clearly understood, and that conflicting views or controversial issues are resolved or synthesized.
6. Provides the AA, DAA, and AAA with insight and information relative to the need for new or changed legislation relating to any program affecting OLEM's mission. The results of these efforts frequently contribute to new insight into the dynamics and relationships of the national programs managed by OLEM, and provide a source of advice and counsel to the AA, DAA, and AAA in support of requirements for testimony and public appearances placed upon the AA, DAA, and AAA
7. Represents and speaks authoritatively for the AA, DAA, and AAA at important meetings and conferences involving high level officials of the Agency, other Federal agencies, State and local governments, citizen groups, and others. Presents the AA's point of view and explains policies and programs. Maintains continuous awareness of major national issues

and policies supported by members of Congress, the President, the Administrator and other related individuals and groups.

8. Provides independent technical, and policy advice to the AA on issues, policies, and legislative matters relating to the planning process, and recommends alternatives based on assessments, analysis, reports, general information, and other sources (as supplemented by a continuous awareness of major national issues and policies supported or advocated by members of Congress, the President, the Administrator, and other related individuals and groups.)
9. Maintains a comprehensive knowledge of important developments affecting legal and regulatory aspects of OLEM policies and operations. Presents background information, professional assessments, and advice to the AA, DAA, and AAA on these topics. Maintains high level of interaction with Office Directors, Deputy Office Directors, and Division Directors in order to independently monitor and assess progress on legislative and regulatory issues of concern to the AA, DAA, and PDAA.
10. Reviews, critiques, edits, and originates policy initiatives and position papers related to OLEM programs. Ensures that they are consistent, as applicable, with the concerns of the AA, pertinent Agency policy, and executive branch priorities. Reviews and prepares responses to Congressional inquiries related to OLEM programs.
11. Performs other duties as assigned.

SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Assistant Administrator. Within this framework, incumbent is afforded wide latitude in the exercise on initiative and judgment in performing assigned duties in a highly independent manner, including, where appropriate, by means of working with senior OLEM managers in the deployment of staff as needed on relevant tasks. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

LIMITATION OF AUTHORITY

The incumbent's duties will, under no circumstances, extend to issuing legal opinions or final decisions regarding the legal sufficiency of State or Federal laws, regulations, guidelines, or implementation.

The incumbent is not authorized to sign any documents as an Attorney for the Environmental Protection Agency or to provide legal advice to any part, including other Federal agencies.

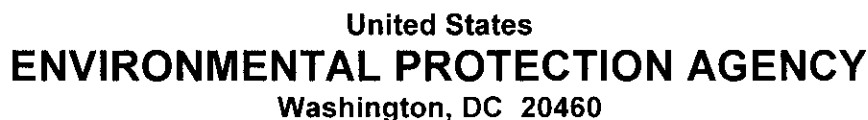
The incumbent's duties do not extend to issuing legal opinions or policies or final decisions regarding legal enforcement activities.

The incumbent is responsible for coordinating legal advice with OGC and assuring that such legal advice is consistent with OGC policies, opinions and interpretations.

QUALIFICATIONS

The incumbent must have an LL.B. or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. territory, the District of Columbia, or the Commonwealth of Puerto Rico; must maintain active

status as a member of the bar of one of these jurisdictions. Incumbent must have significant experience in providing legal advice and counsel at the EPA, other federal, state, or local agencies, or in private practice.



HR SSC Specialists must complete this form for all personnel actions (recruitments, appointments, promotions, reassignments) that involve a change in position or position description. The completed form will help the Personnel Security Branch (PSB) process individuals for background investigations and access badges.

SF-52 / Action Number:	OLEM-18-012
HR Specialist's Name:	Howard Barnett
HR Specialist's Email:	Barnett.howard@epa.gov
HR Specialist's Phone #:	564-0394
"Action Requested By" Name:	Ryan Jackson
"Action Requested By" Email:	Jackson.ryan@epa.gov
"Action Requested By" Phone #:	564-0731

Complete the following section if the Employee is here for more than (6) months;

From the OPM Tool or the Position Designation Summary document, please identify the following:

Specify the Risk Designation Level and Background Investigation for the position:

- ☐ Low Risk / Tier 1
 ☒ High Risk / Tier 4, BI
- ☐ Moderate Risk / Tier 2S
 ☐ High Risk with Clearance / Tier 5, SSBI
- ☐ Moderate Risk with Clearance / Tier 3

Specify the Security Clearance and Sensitivity requirements for the position:

- ☒ None / Non-Sensitive ☐ Secret / Non-Critical Sensitive ☐ Top Secret / Critical Sensitive

* If a clearance is needed, please identify the appropriate clearance level and ask the hiring manager to forward to PSB the justification memo for the clearance. For additional information, please see: http://intranet.epa.gov/pa/smc/hqsecurity/pss_clearance.htm